UNITED NATIONS DEVELOPMENT PROGRAMME
COUNTRY: MALAYSIA
PROJECT DOCUMENT

Project Title	Support In Developing National B40 Action Plan Using Innovative Bottom-Up Approaches
UNDAF Outcome(s):	Non Applicable
Expected CP Outcome(s):	1.1 Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored.
Expected Output(s):	Priority 1a: Enhancing, prioritising and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities

1. Federal and state institutions responsible for socioeconomic development strengthen targeting of programme beneficiaries in the design, implementation and monitoring of programmes. Indicator 1.1: Number of national and state level inclusive socioeconomic growth policies or strategies focused on reducing socioeconomic and gender inequalities. |
| 11th Malaysia Plan Linkage: | Strategic Thrust 1: Enhancing inclusiveness towards an equitable society

Focus Area A: Uplifting B40 households towards a middle class society

Strategies: Raising the income and wealth of B40 households; Addressing the increasing cost of living; Enhancing the delivery system of B40 household programme |
| Implementing Partner: | Economic Planning Unit (EPU) Distribution Section |

Brief Description

This project is set up with the objective of developing a comprehensive action plan to address the increasing cost of living and its impact on the wellbeing of B40 households through a bottom-up consultative process to get on-the-ground views and perspectives on the current cost of living issues and possible specific interventions. Based on this, specific action-oriented and game-changing interventions for the B40 communities will be identified and developed through further consultations and engagements with relevant stakeholders including ministries, academia and civil society organisations (CSOs).

UNDP Strategic Plan Output 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded. Atlas Project ID: Start Date: 1 September 2016 End Date: 30 Jun 2017 PAC Meeting Date: 2 August 2016	**Total resources required: USD 390,000** Total allocated resources: • Government Cost Sharing (inclusive GMS): USD 390,000 In-Kind Contributions (Implementing Partner): USD321,000

Agreed by (Economic Planning Unit):

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01 SEP 2016

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ABBREVIATIONS

APR	Annual Progress Report
AWP	Annual Work Plan
B40	Bottom 40% Income Group
BR1M	Bantuan Rakyat 1Malaysia
CPAP	Country Programme Action Plan
CSO	Civil Society Organisation
EPU	Economic Planning Unit
FACE	Funding Authorisation and Certificate of Expenditures
GCS	Government Cost sharing
HACT	Harmonised Approach to Cash Transfer
KRI	Khazanah Research Institute
MYPR	Mid-Year Progress Report
NDPC	National Development Planning Committee
NPD	National Project Director
NSC	National Steering Committee
11MP	11th Malaysia Plan (2011-2015)
TWC	Technical Working Committee
SBAA	Standard Basic Assistance Agreement
SSC	South-South Cooperation
TRAC	Target for Resource Assignment from the Core
TrC	Triangular Cooperation
UKM	National University of Malaysia
UNDP	United Nations Development Programme

I.   DEVELOPMENT CHALLENGE

Background

1. One of the focus areas in 11MP is to uplift the B40 households towards middle-income society. It is a game changer in the sense that its approach moves beyond income to look at broader multidimensional improvements that include wealth creation, education and skills. The targets are to double the B40 mean income (RM2,537 in 2014) and median income (RM2,629 in 2014) in 2020; increase the percentage with tertiary educational attainment from 9% in 2014 to 20% in 2020; and increase the income share from 16.5% in 2014 to 20% in 2020. This will be achieved through the three main strategies in the Chapter 3 of 11MP; (i) to raise the income and wealth of the B40 households; (ii) address the increasing cost of living; and (iii) enhance the delivery system of B40 household programmes.

2. The B40 are measured as households that earn a household income of RM3,855 and below in 2014. As stated above, the B40 have a mean income of RM2,537 and a median income of RM2,629. Between 2009 and 2014, the increase in expenditure has outstripped the increase in income for the B40 in both urban and rural areas, asserting more pressure on their cost of living and general wellbeing. Furthermore, the B40 have low wealth and non-financial asset ownership, vulnerable to economic shocks and highly dependent on government assistance. In 2014, the B40 households can be further disaggregated into 80.7% male-headed households and 19.3% female-headed households. In the Malaysia Human Development Report, one of the key findings is that female-headed households would experience relative income deprivation more acutely.

Issues and Challenges

3. The cost of living has become a major concern among the *rakyat* particularly among the bottom 40% household. The *rakyat*'s main concerns centre on the rising cost of affordable housing, education, healthcare etc. The removal of fuel subsidies, weakening global economy, tumbling currency has exacerbated the rising cost of living, which is bound to be the largest concern among Malaysians. Many Malaysians believe that the Government's measures to ease the burden of the lower income households through *Bantuan Rakyat 1Malaysia* (BR1M) cash handouts and improved price regulations are insufficient to cope with price increases and the effect of the introduction of GST. The *rakyat* believe that more interventions by the Government are necessary to enable them to face the increasing cost of living. On the other hand, there are views that the Government needs to help Malaysians to better manage their income and improve financial management.

4. Based on Khazanah Research Institute (KRI) Report on house affordability, the Malaysian housing market was deemed "seriously unaffordable" with the median house price at 4.4 times the median income. It also labelled the housing market in Kuala Lumpur and Penang as "severely unaffordable" with 5.4 times and 5.2 times the median income, respectively. In most developing countries including Malaysia, out-of-pocket payments for healthcare have increased dramatically. While public healthcare is generally cheap in Malaysia, the long waiting lines and comfortability are among its main pressing issues to be mitigated. The option for private healthcare is burdensome to most Malaysians due to increasing cost of drugs, technology, the increase in minimum wages as well as the imposing of new rules and standards that impact the cost of private healthcare.

5. Every year, over 200,000 students graduate from institutions of higher learning. A quarter of graduates remain unemployed for six (6) months, with the majority being degree holders. The degree holders make up 35% of unemployed graduates. Despite a more competitive job market, attaining tertiary education is no longer free for low income households. It poses a greater challenge for households to increase income and improve their quality of life. The low income/wage pressure coupled with increasing cost of living has affected the standard of living and quality of life of the low income households, besides ending their economic potential.

II. STRATEGY

Baseline - Draft Action Plan for B40

6. A special committee led by EPU, has formulated a B40 action plan to address issues of increasing cost of living. The draft action plan was formulated through a consultative process with CSOs and relevant stakeholders in reviewing the effectiveness of existing programmes and inputting specific activities that can be undertaken within the 11MP period. The proposed activities focused on price control regulations, access to affordable housing, a more integrated and comprehensive social protection system, as well as financial and debt management.

7. In order to accelerate the impact of the proposed activities, several challenges have been identified in the draft action plan which needs to be resolved. These challenges include selecting programmes or activities that are not targeted at the B40; having overlapping activities especially in income generating programmes namely entrepreneurship programmes; and designing and implementing activities in a non-integrated, ad-hoc manner. It is recommended in the action plan to rationalise these programmes so that the development impact through government interventions is optimised. The draft action plan for B40 will serve as baseline for the project.

Objectives and Scope of the Project

8. Based on the situation analysis above, the overarching strategy to accelerate the impact of the B40 action plan is by engaging relevant stakeholders in addressing cost of living issues and increasing the economic potential of the B40 households.

9. The three (3) main objectives of this project are to:

   a) Develop a comprehensive action plan to address the increasing cost of living and its impact on the quality of B40 households' livelihood;
   b) Conduct a study to identify and develop specific game-changing and action-oriented interventions for the B40 communities; and
   c) To establish effective monitoring and evaluation mechanisms to measure the impact of interventions in addressing high cost of living and increasing income and economic potentials of B40 households.

Proposed Deliverables for the Project

10. The main deliverable of this project is the development of a B40 Action Plan which comprises of two (2) components:

     a)   Specific interventions to address issues pertaining to cost of living and quality of B40 households' livelihood; and

     b)   Specific game-changing interventions to increase the income and economic potential of B40 households.

11. The B40 Action Plan will be developed through a special collaborative arrangement between EPU, UNDP and UKM. While EPU will be the overall coordinator in ensuring the project is delivered according to its objectives, UNDP will be responsible in delivering the policy content including supporting logistical arrangement, financial management and overall implementation of the project; and UKM will be assigned to assist in mobilizing the B40, facilitating consultations and in reporting.

12. The B40 Action Plan will be developed based on the strategies outlined in Chapter 3 of the 11MP. A series of engagements and comprehensive studies will be undertaken to ensure the B40 Action Plan developed is specific, sustainable, achievable and high impact. The B40 Action Plan will outline the immediate actions to be undertaken by relevant ministries/agencies as well as the expected outputs and outcomes.

Methodologies of the Project

13. The methodologies that will be used in this project include the following:

     a)   Organise series of open space forum with B40 communities, with emphasis given to targeted minority groups and gender considerations, to get their on-the-ground views and perspectives of current cost of living issues and their input on specific interventions; and

     b)   Conduct consultations and engagements with relevant stakeholders including ministries, academia and CSOs.

14. The disaggregated inputs from these methodologies will be collated to frame the more technical discussions on how the B40 Action Plan can be operationalised at an aggregated level, by the relevant ministries/agencies, CSOs or private sectors. The project will partner with UKM in delivering the open space forums and synthesising the findings. A report detailing the proposal, methodology, results and findings will be produced.

15. UNDP with assistance of an appointed consultant and academia, will be tasked to document the process of using community engagements to derive insights from a broader coalition of experts to strengthen the multidimensional focus of the B40 project design which can be used as future reference materials. The project will also focus on building capacities of project partners in utilizing the open space technology (see table below for more information on the methodology) to derive insights from the targeted communities themselves.

> ### About: Open Space Technology
>
> The Open Space methodology uses an unconventional consultation technique, in which there are no pre-planned discussion topics or pre-set event formats that participants need to observe. While the event is guided by an overarching central theme, in an Open Space forum, all participants have the liberty to suggest topics and self-organise into groups according to those topics they are most passionate and concerned about. It enables groups of various sizes to address complex and important issues (i.e. conflicts, diversity of thoughts, etc.) in a short period of time through conversation and sharing of ideas and experiences. Unlike in conventional forums, the open space facilitators' role is to ensure the group discussion starts and that participants know how to self-facilitate (i.e. dividing into smaller groups).

III.   RESULTS AND PARTNERSHIPS

Expected Results

Planned Interventions	Expected Direct Results	Expected Indirect Results	Higher Level Results
1. Conduct open space forums with the B40 communities to identify their needs, challenges and aspirations. 2. Develop a B40 Action Plan that contains action-oriented game-changers for the B40 communities based on further consultation with relevant stakeholders.	Specific interventions can be carried out by implementing entities guided by the comprehensive action plan backed by effective monitoring and evaluation mechanisms.	Cost of living issues and its impact on the quality of B40 households' livelihood are addressed, which would see improvement in their wellbeing and contribute to their uplifting to middle class society.	Strategic Thrust 1: Enhancing inclusiveness towards an equitable society Focus Area A: Uplifting B40 households towards a middle class society Strategies: Raising the income and wealth of B40 households; Addressing the increasing cost of living; Enhancing the delivery system of B40 households programme CPAP Outcome: Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored CPAP Output 1b: Federal and state institutions responsible for economic and urban development improve planning capacities in the design, implementation and monitoring of programmes

Partnerships and Stakeholder Engagement

In order to build a broader consensus on what constitute deprivations and vulnerabilities for the B40 households, which may be different from the various subgroups, EPU, UNDP and UKM will organise the engagement with the B40 community and relevant stakeholders using tried-and-tested innovative approaches namely open space forum and cultural/community mapping. Academicians from local universities, which will be led by UKM, would provide assistance in their academic expertise in mobilizing the B40 participation and co-facilitating the open space forum.

South-South and Triangular Cooperation (SSC/TrC)

UNDP, with assistance of an appointed consultant and academia, will be tasked to document the process of using bottom-up community engagements to derive insights from a broader coalition of experts to strengthen the multidimensional focus of B40 project design which can be used as future reference materials and potentially South-South and Triangular Cooperation.

Sustainability and Scaling Up

In order to ensure sustainability, the project will work with existing institutions and processes, where the Economic Planning Unit will be the main driver behind this initiative supported by both UNDP and UKM. Implementation capacities and tools reside with the respective ministries and agencies, sometimes carried out in partnership with academia and CSOs where applicable. Hence, substantive engagements with be carried out with relevant stakeholders including ministries, academia and CSOs to tap on a broader coalition of experts and build ownership towards the implementation of the B40 action plan.

IV. PROJECT AND RISK MANAGEMENT

Project Management

The main secretariat will be in EPU, Putrajaya for overall coordination supported by a project team set up in UNDP under the overall guidance of the National Project Manager to oversee and manage the day-to-day operations of the project including monitoring and evaluation as well as provide quality assurance and other project management support.

Cost Efficiency and Effectiveness

The project is expected to deliver maximum impact with efficient and effective use of available resources by linking the strategic development of the B40 Action Plan where the eventual implementation by government ministries, departments and agencies will be funded by the 11th Malaysia Plan budget allocation. The project is designed around supplementing institutional processes instead of duplicating them, hence, enabling project outputs to be incorporated into national systems and processes, which can be sustained for the longer-term.

Risk Management

Refer to Annex II: Risk and Mitigation.

V. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the CPAP Results and Resource Framework: 1.1 Effective policies and initiatives that promote socioeconomic inclusion, equity and resilience, especially for the bottom 40 per cent, are in place and implementation monitored
Outcome indicators[1] as stated in the CPAP Results and Resources Framework, including baseline and targets: Priority 1a: Enhancing, prioritising and mainstreaming inclusion for pockets of the poor, bottom 40 percent of income households and vulnerable communities 1. Federal and state institutions responsible for socioeconomic development strengthen targeting of programme beneficiaries in the design, implementation and monitoring of programmes. Indicator 1.1: Number of national and state level inclusive socioeconomic growth policies or strategies focused on reducing socioeconomic and gender inequalities. Baseline: 3 Target: 5
Applicable Output(s) from UNDP Strategic Plan: Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.
Project title and ID: UNDP'S Support Programme in Developing B40 Action Plan

[1] In addition to the CPAP outcome indicators, the project also contributes to the 11MP outcome indicators for the B40 i.e. to double the B40 mean income (RM2,537 in 2014) and median income (RM2,629 in 2014) in 2020; increase the percentage with tertiary educational attainment from 9% in 2014 to 20% in 2020; and increase the income share from 16.5% in 2014 to 20% in 2020.

OUTPUTS AND TOC	OUTPUT INDICATORS[2]	ACTIVITIES, RISKS AND ASSUMPTIONS	ROLE OF PARTNERS	INPUTS
Output 1 **Open Space Forums Conducted** The open space forums serve as a bottom-up approach to identifying the needs, challenges and aspirations of the B40 communities which will serve as core input into the B40 Action Plan.	*Results Indicator 1.1* *Series of forums with B40 communities conducted* Data Source: *Rapporteur Reports* Frequency: *6* Baseline: *National consultation with B40 communities has not been conducted* Target: *Series of forum will be organised in 6 different zones: Central, Northern, Eastern, Southern, Sabah & Sarawak (Note: the number of forums may increase subject to needs and there will be forums organised for specific target groups).* *Results Indicator 1.2* *Report on "B40 Needs, Challenges and Aspirations" capturing and summarising all the inputs received from the open space forums* Data Source: *Report* Frequency: *1* Baseline: *Preliminary draft of the B40 Action Plan; Open space forums conducted during the SDG consultation process in Malaysia in 2015.* Target: *Final report submitted and presented to TWC/NSC and preliminary cost of living interventions tabled to National Development Planning Committee (NDPC) for approval.*	1.1 Planning and preparatory meetings with project partners and expert facilitators to develop the methodology and processes for the open space forums at six locations 1.2 Capacity building for open space implementers and supporting staff 1.3 Design and convene the open space forums in the 6 different zones and with specific target groups 1.4 Synthesise findings and inputs from the open space forums in the form of an integrated rapporteur report 1.5 Conduct further analysis on the inputs with specific focus on identifying potential cost of living interventions 1.6 Submit and present report for review by relevant committees 1.7 Submit and present the report on "B40 Needs, Challenges and Aspirations" to NDPC	EPU Distribution: Implementing Partner and Overall Coordinator UNDP: Policy and technical partner to provide guidance on the open space forums and preparation of the reports. Be responsible for overall implementation of the project including quality assurance, logistical arrangement and financial management. UKM: Academic lead in providing expertise and a team of rapporteurs to assist in organising and facilitating the open space forums as well as preparing the rapporteur reports.	Local consultants, UNDP policy advisory services USD89,043 Training/workshop/conference/learning costs USD54,000 Travel – ticket, DSA and terminal expenses USD18,665 Promotional materials USD7,500

OUTPUTS AND TOC	OUTPUT INDICATORS[2]	ACTIVITIES, RISKS AND ASSUMPTIONS	ROLE OF PARTNERS	INPUTS
Output 2 **B40 Action Plan Developed** Based on inputs from the B40 communities and building on further consultations with relevant stakeholders including ministries, academia and civil society, specific game-changing and action-oriented interventions will be put forward in a comprehensive B40 Action Plan that is backed by effective monitoring and evaluation mechanisms.	***Results Indicator 2.1*** ***B40 Action Plan with specific interventions and monitoring and evaluation mechanisms*** *Data Source: Report* *Frequency: 1* *Baseline: Report on "B40 Needs, Challenges and Aspirations"; Preliminary draft of the B40 Action Plan.* *Target (2016): B40 Action Plan submitted and presented to NSC and EPU management for approval.* *Target (2017): B40 Action Plan submitted and presented to NDPC/Cabinet for approval.*	2.1 Review and study baseline reports and other relevant materials 2.2 Capture lessons learned from international experiences on poverty eradication and vulnerability protection interventions 2.3 Draft B40 Action Plan that consists of game-changing and action-oriented interventions 2.4 Consultation with relevant stakeholders including ministries, academia and CSOs 2.5 Finalise B40 Action Plan for submission and presentation to NSC and EPU management for approval 2.6 Submit and present B40 Action Plan to NDPC/Cabinet for approval	EPU Distribution: Implementing Partner and Overall Coordinator UNDP: Policy and technical partner to provide guidance on the open space forums and preparation of the reports. Be responsible for overall implementation of the project including quality assurance, logistical arrangement and financial management.	Local consultants and UNDP policy advisory services USD160,000 Training/workshop/ conference/learning costs USD10,000 Travel – ticket, DSA and terminal expenses USD5,000
Project Management including Monitoring and Evaluation	*Results Indicator* *Data Source: Project progress reports* *Frequency: Every 6 months* *Baseline (2016):* *Target (2016):* • *Project budget is delivered at least 95% by the end of the project period.* • *Project is rated Satisfactory for outcome and output progress under the Project Terminal Evaluation in 2017.*	**Year 2016:** 3.1 Conduct project national steering committee meeting at least twice in the project cycle. 3.2 Prepare and submit mid-year progress report and annual progress report. **Year 2017:** 3.3 Conduct project terminal evaluation.	EPU Distribution: Implementing Partner and Overall Coordinator UNDP: Policy and technical partner to provide guidance on the open space forums and preparation of the reports. Be responsible for overall implementation of the project including quality assurance, logistical arrangement and financial management.	Travel – monitoring USD1,500 Project coordinator USD10,000 Miscellaneous Expenses USD1,500 Direct project costs (GOE) USD10,716 General Management Support (6% of Government Cost-Sharing) USD22,076

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[2] It is recommended that projects use output indicators from the Strategic Plan, as relevant, in addition to project-specific results indicators

VI.   MONITORING AND EVALUATION

The project activities will be closely monitored by UNDP and the Economic Planning Unit (EPU) in the Prime Minister's Department as outlined in the *Country Programme Action Plan 2016-2020 Part VII: Monitoring and Evaluation.*

Within the annual cycle
- **Track Progress.** Following the frequency cited in the monitoring plan, progress data against the results indicators will be collected and analysed to assess the progress of the project in achieving the agreed outputs. National data sources should be used whenever possible. Slower than expected progress will be addressed by the project management.

- **Monitor and Manage Risk.** Based on the initial risk analysis identified, a risk log shall be actively maintained, including by reviewing the external environment that may affect the project implementation. Risk management actions will be identified and monitored using a risk log. This includes monitoring social and environmental management measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.

- **Evaluate and Learn.** Evaluations shall be conducted in accordance with the evaluation plan. Knowledge, good practices and lessons should be captured and shared, as well as actively sourced from other projects and partners, and integrated back into the project. If a project evaluation is required (e.g., when mandated by partnership principles, or due to the complexity or innovative aspects of the project), is should be conducted in accordance with the project's evaluation plan.

- **Review and Make Course Corrections.** The project management will review the data and evidence collected (through all of the above) on a regular basis within the annual cycle, and make course corrections as needed. The frequency of review depends on the needs of the project, but an internal review of the available progress data against the results indicators is recommended to be undertaken at least quarterly. Any significant course corrections that require a decision by the Project Board should be raised at the next Project Board meeting.

Annually
- **Annual Project Quality Rating.** On an annual basis and at the end of the project, the quality of the project will be rated by the UNDP Quality Assurance Assessor against the quality criteria identified in UNDP's Project Quality Assurance System. Any quality concerns flagged by the process must be addressed by project management.

- **Annual Project Review and Report.** The Project Board shall hold a project review at least once per year to assess the performance of the project and appraise the Annual Work Plan for the following year. An Annual Progress Report will be presented to the Project Board for the review, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period. Any quality concerns or slower than expected progress should be discussed by the project and management actions agreed to address the issues identified. This review is driven by the Project Board and may involve other stakeholders as required.

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<u>Closure</u>
- In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up, if applicable.

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following approaches:

The specific project monitoring and review meetings are as follows:

- **National Steering Committee Meetings**
  The National Steering Committee (NSC) will meet after the receipt of each project report or at least once a year, whichever is greater and address project issues raised by the National Project Director, review project progress reports and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plan. A final NSC meeting should also be held at the end of project completion to agree to and endorse the final findings and outcomes of the project and to make recommendations towards project closure.

- **Technical Working Committee Meetings**
  The Technical Working Committee (TWC) will meet as regularly as required to assist the NSC in monitoring and advising the technical implementation of the project and its activities. The TWC acts as the technical advisors to the NSC, and regularly reviews the progress of all project components.

- **Annual Project Review Meeting**
  If required, an internal review meeting will be chaired by EPU during the fourth quarter of the year to assess the performance of the project based on the Annual Work Plan (AWP) submitted at the beginning of the calendar year as well as the Annual Progress Report submitted during the fourth quarter of each calendar year. The review will involve all key project stakeholders and the Implementing Partner, and will focus on the extent to which progress have been made towards achievement of the outputs and that they remain aligned to appropriate outcomes as outlined in the project document. This review should update output targets and results achieved.

- **Final Project Review Meeting**
  A Final Project Review meeting will be chaired by EPU within six months after the operational closure of the projects. Its purpose is to assess the performance and success of the project. It should look at sustainability of the results, including the contribution to related outcomes (and the status of these outcomes) and capacity development. It will also review lessons learned and recommendations that might improve design and implementation of other UNDP-funded projects. The meeting will discuss the Final Project Review Report that should be submitted two weeks prior to the Final Project Review Meeting.

The specific project progress reporting documents are as follows:

- **Mid-Year Progress Report (MYPR)**
  A Mid-Year Progress Report shall be prepared by the Project Manager and shared with the NSC by 30 June of each project year. As a minimum requirement, the Mid-Year Progress Report shall utilise the standard template for the Annual Project Report (APR) covering a six-month period.

The completed and signed MYPR will be submitted by the Implementing Partner to EPU by the first week of July, annually.

- **Annual Progress Report (APR)**
  An Annual Progress Report shall also be prepared by the Project Manager and shared with the NSC by the end of the last quarter of each year. The Annual Progress Report shall highlight risks and challenges, the summary of results achieved, and lessons learnt of the project for that reporting year. The completed and signed APR will be submitted by the Implementing Partner to EPU by the third week of December, annually.

- **Final Project Review Report**
  This document which is a structured assessment of progress based on the chain of results initially defined in the Project Document and Annual Work plans and will include information on financial allocations of expenditure. It may be supplemented by additional narrative to meet specific reporting needs of stakeholders; especially bilateral donor(s) within the annex, the following should be submitted together with the report:
  - Lessons learnt log - summarising the information captured throughout the implementation of the project
  - Minutes of NSC meetings
  - Minutes of TWC meetings
  - Annual signed CDRs
  - Statements of cash position (if applicable)

- **Final Project Evaluation**
  Project evaluation assesses the performance of a project in achieving its intended results. It yields useful information on project implementation arrangements and the achievement of outputs. It is at this level that direct cause and attribution can be addressed given the close causal linkage between the intervention and its effect or output.

  Project evaluation provides valuable information to support informed decision-making and serves to reinforce the accountability of Implementing Partner. Depending on the purpose, project evaluations can be commissioned by the management at any time during the project cycle: at mid-point, just before or after completion. They should ideally take place around the time of completing a project to determine the future of the project (e.g. continuation or termination of the project), to decide whether the concept should be scaled up or replicated elsewhere, and/or to generate lessons that are of strategic significance for the organisation.

The specific financial monitoring and quality assurance are as follows:

- **Combined Delivery Reports**
  The Combined Delivery Report (CDR) is the report that reflects the total expenditures and actual obligations (recorded in Atlas) of a Project during a period. This report is prepared by UNDP using Atlas and shared with the implementing partner on a bi-annual basis and at the end of each year. The Implementing Partner is required to verify each transaction made and sign the quarterly issued CDR report.

- **Audit**
  Audit is an integral part of sound financial and administrative management, and of the UNDP accountability framework. The project will be audited at least once in its lifetime and in

accordance with the threshold established for the annual expenditures by the Office of Audit and Investigations (OAI). The audit provides assurance that resources are used to achieve the results described and that UNDP and government cost sharing resources are adequately safeguarded.

The Auditor-General's Office may undertake the audits of Government Implementing Partners. If the Auditor-General's Office chooses not to undertake the audits of specific Implementing Partners with the frequency and scope required by UNDP and EPU, such audits will be commissioned by UNDP to be undertaken by private sector audit services.

Assessments and audits of non-Government Implementing Partners will be conducted in accordance with the policies and procedures of UNDP. The selection of an Audit Firm shall be through a competitive Request for Proposals, in consultation with the Implementing Partner and EPU.

The audit is expected to provide assurance related to the following broad areas:
- Project progress and rate of delivery
- Financial management
- Procurement of goods and /or services
- Human resource selection and administration
- Management and use of equipment and inventory
- Record-keeping systems and controls
- Management structure
- Auditors' comments on the implementation status of prior year audit

VII. Multi-Year Work Plan

EXPECTED OUTPUTS and RESULT INDICATORS	PLANNED ACTIVITIES	TIMEFRAME 2016	TIMEFRAME 2017	RESPONSIBLE PARTY	PLANNED BUDGET Funding Source	PLANNED BUDGET Budget Description	PLANNED BUDGET Amount
Output 1 *Open Space Forums Conducted* The open space forums serve as a bottom-up approach to identifying the needs, challenges and aspirations of the B40 communities which will serve as core input to the B40 Action Plan	1.1 Planning and preparatory meetings with project partners and expert facilitators to develop the methodology and processes for the open space forums at six locations	X		EPU UNDP UKM	GCS	Local consultants and UNDP policy advisory services	USD89,043
Results Indicator 1.1 Series of forums with B40 communities conducted	1.2 Capacity building for open space implementers and supporting staff	X				Training/workshop/conference/learning costs	USD54,000
Baseline: National consultation with B40 communities has not been conducted	1.3 Design and convene the open space forums in the 6 different zones and with specific target groups	X				Travel – ticket, DSA and terminal expenses	USD18,665
Target: Series of forum will be organised in 6 different zones: Central, Northern, Eastern, Southern, Sabah & Sarawak (Note: the number of forums may increase subject to needs and there will be	1.4 Synthesise findings and inputs from the open space forums in the form of an integrated rapporteur report	X				Promotional materials	USD7,500

Results / Output	Activities					Responsible			Budget	Inputs
forums organised for specific target groups).										USD160,000
Results Indicator 1.2 Report on "B40 Needs, Challenges and Aspirations" capturing and summarising all the inputs received from the open space forums	1.5 Conduct further analysis on the inputs with specific focus on identifying potential cost of living interventions	X								
	1.6 Submit and present report for review by relevant committees	X								
Baseline: Preliminary draft of the B40 Action Plan; Open space forums conducted during the SDG consultation process in Malaysia in 2015.	1.7 Submit and present the report on "B40 Needs, Challenges and Aspirations" to NDPC			X						
Target: Final report submitted and presented to TWC/NSC and preliminary cost of living interventions tabled to National Development Planning Council (NDPC) for approval.						EPU UNDP		GCS	Local consultants and UNDP policy advisory services	
Output 2 **B40 Action Plan Developed** Based on inputs from the B40 communities and building on further consultations with relevant stakeholders including ministries, academia and civil society, specific game-changing and action-	2.1 Review and study baseline reports and other relevant materials				X					
	2.2 Capture lessons learned from international experiences on poverty eradication and vulnerability protection interventions				X					

oriented interventions will be put forward in a comprehensive B40 Action Plan that is backed by effective monitoring and evaluation mechanisms.	2.3 Draft B40 action plan that consists of game-changing and action-oriented interventions	X				
Results Indicator 2.1 B40 Action Plan with specific interventions and monitoring and evaluation mechanisms	2.4 Consultation with relevant stakeholders including ministries, academia and CSOs	X			Training/wor kshop/ conference/l earning costs	USD10,000
Baseline: Report on "B40 Needs, Challenges and Aspirations"; Preliminary draft of the B40 Action Plan.	2.5 Finalise B40 Action Plan for submission and presentation to NSC and EPU management for approval	X			Travel – ticket, DSA and terminal expenses	USD5,000
Target (2016): B40 Action Plan submitted and presented to NSC and EPU management for approval. Target (2017): B40 Action Plan submitted and presented to NDPC/Cabinet for approval.	2.6 Submit and present B40 Action Plan to NDPC/Cabinet for approval	X	X			
Project Management including Monitoring and Evaluation Results Indicator	3.1 Conduct project national steering committee meeting at least twice in the project cycle.	X	X	UNDP EPU	Travel – monitoring Project coordinator	USD1,500 USD10,000

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Data Source: Project progress reports	3.2 Prepare and submit mid-year progress report and annual progress report.	X	X		Miscellaneous Expenses	USD1,500
Baseline (2016):					Direct project costs (GOE)	USD10,716
Target (2016): • Project budget is delivered at least 95% by the end of the project period. • Project is rated Satisfactory for outcome and output progress under the Project Terminal Evaluation in 2017	3.3 Conduct project terminal evaluation.		X		General Management Support (6% of Government Cost-Sharing)	USD22,076
TOTAL						**USD390,000**

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Proposed Timeline of the Project (by month)

Deliverables/Timeline	Aug '16	Sept '16	Oct '16	Nov '16	Dec '16	Jan '17
Component 1: Open Space Forum/Cost of Living						
Appointment of Team	▓	▓				
Open Space Forum with B40 Community		▓				
Series of forum will be organised in 6 different zones: Central, Northern, Eastern, Southern, Sabah & Sarawak**	▓	▓				
**Note: the number of forums may increase subject to needs, whether there should be subsequent forums to be organised for any specific target group.						
Table to NDPC (Cost of Living Interventions)			▓			
Component 2: Development of B40 Action Plan						
Appointment of Consultant	▓					
Study on B40 interventions/game changers			▓	▓		
Draft B40 Action Plan				▓	▓	
Approval from the Steering Committee					▓	
Approval from EPU management					▓	
Table to NDPC/Cabinet						▓

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VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

16. A National Steering Committee (NSC) will be set up and chaired by the Deputy Director General (Policy) of EPU. A B40 Technical Working Committee (TWC), co-chaired by EPU and UNDP, will be set up to offer support on technical matters. The focal point on governance will be the National Project Director (NPD) from Distribution Section of EPU in providing guidance and direction to the study and development of the Action Plan. UKM will contribute mainly to Output 1 of the project as a strategic partner in mobilizing the B40 communities; provide facilitation support and expert report including rapporteuring.

17. The management of the project will be led by the National Project Manager from UNDP who will liaise with the NPD on the day-to-day operations of the project. The National Project Manager will be supported by a policy and project management team based in UNDP. See Figure 1 below for overall proposed governance and management structure.

National Steering Committee (Chair: EPU)

B40 Technical Working Committee (Co-Chairs: EPU & UNDP)

National Project Director (Distribution Section, EPU)

National Project Manager (UNDP)

Output 1 (UKM, OST Expert)

Output 2 (B40 Expert)
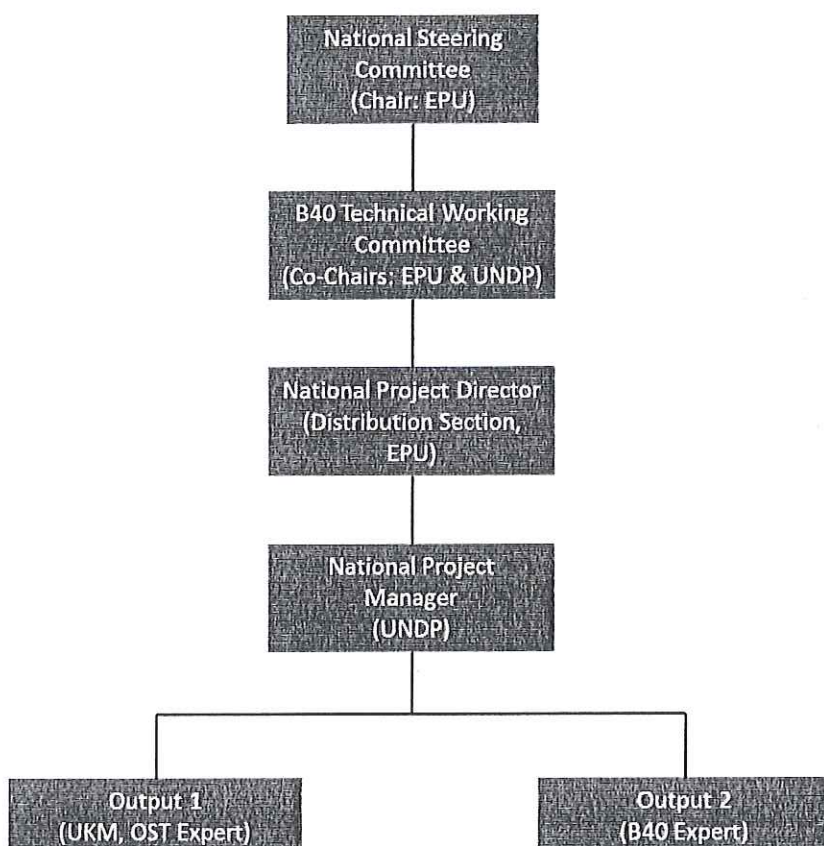
National Steering Committee Members

Chair: Economic Planning Unit, Prime Minister's Department
Permanent Members:
1. Implementation Coordination Unit, Prime Minister's Department
2. Ministry of Finance
3. Ministry of Human Resource
4. Ministry of Women, Family and Community Development
5. Ministry of Rural and Regional Development

6. Ministry of Urban Wellbeing, Housing and Local Government
7. Ministry of Youth and Sports
8. Ministry of Domestic Trade, Co-operatives and Consumerism
9. Sarawak State Planning Unit
10. Sabah State Planning Unit
11. Department of Statistics
12. United Nations Development Programme

Note: Other ministries/agencies will be members by invitation

B40 Technical Working Committee Members

Co-chairs: EPU (National Project Director) & UNDP (National Project Manager)

Permanent Members:

1. Implementation Coordination Unit, Prime Minister's Department
2. Ministry of Finance
3. Ministry of Education
4. Ministry of Higher Education
5. Ministry of Health
6. Ministry of Human Resource
7. Ministry of Transport
8. Ministry of Women, Family and Community Development
9. Ministry of Rural and Regional Development
10. Ministry of Urban Wellbeing, Housing and Local Government
11. Ministry of Federal Territories
12. Ministry of Youth and Sports
13. Ministry of Domestic Trade, Co-operatives and Consumerism
14. Sarawak State Planning Unit
15. Sabah State Planning Unit
16. Department of Statistics
17. United Nations Development Programme

Note: Other ministries/agencies will be members by invitation

Programme Management Arrangements

National Steering Committee (NSC)

A National Steering Committee will provide guidance and direction to the project implementation process according to the established detailed work plan monitoring tool and will be chaired by the Deputy Director General (Policy) of EPU. The Committee will comprise of representatives from EPU, UNDP Malaysia and other relevant stakeholders to be identified. The TORs of the NSC shall be agreed among the stakeholders within the first two months of the project.

Technical Working Committee (TWC)

A Technical Working Committee will be established to handle all technical matters relating to the project and will be co-chaired by the National Project Director and National Project Manager. The members of the TWC will consist of representative from EPU, UNDP Malaysia and respective Divisions from the Implementing Partner as well as other relevant stakeholders to be determined by the National Steering Committee.

National Project Director (NPD)

The National Project Director will be responsible for coordinating project activities among the main parties to the project. Among these responsibilities are ensuring the project document and project revisions requiring Government's approval are verified by Implementing Partner and processed through the Government co-coordinating authority in accordance with established procedures and providing direction and guidance on project-related issues. The NPD also has the authority to disburse funds upon the advice from the National Steering Committee or the Project Manager based on the required project milestones. The Director of EPU Distribution Section will be the NPD of the project.

National Project Manager (NPM)

National Project Manager will focus on the day-to-day matters of the project, both on the substantive and operational aspects of the project. NPM's role is to manage and coordinate the implementation of various project activities in ensuring quality and timeliness of activities and delivery of outputs. NPM would also liaise and work closely with the project partners and beneficiaries as well as report regularly to the NSC, TWC and NPD on the project's progress. He/She will be based at UNDP.

Consultants and Technical Support

If applicable, technical support will be provided by local and international professionals with extensive experience working in relevant areas as required by the project. The UNDP global knowledge network will provide valuable inputs through best practices and lessons learned from similar experiences in other countries.

Financial Management Arrangements

Based on the approved AWP, UNDP will provide required financial resources to the Implementing Partner to carry out project activities during the annual cycle. The following modalities may be used, where applicable and relevant:
- Direct cash transfers to the Implementing Partner, for obligations and expenditures to be made by them in support of activities;
- Direct payments to vendors and other third parties, for obligations incurred by the Implementing Partner; and

- Maintaining an up to date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting. Expenditures made should be in accordance with the, Annual Work Plans and budgets.

At the end of a quarter/year UNDP prepares a Combined Delivery Report (CDR) which records all disbursements made under the project for verification. The Implementing Partner and UNDP should sign this CDR.

A project revision shall be made when appropriate; to respond to changes in the development context or to adjust the design and resources allocation to ensure the effectiveness of the project provided that the project remains relevant to the CPAP. A project revision shall be supported by the record of an approval decision made by the project NSC, and an updated and signed AWP.

The contribution of funds for this project shall be charged:
- 6% cost recovery for the provision of general management support (GMS) by UNDP headquarters and country offices; and
- Direct cost for implementation support services (ISS) provided by UNDP and/or an executing entity/implementing partner.

UNDP Support Services

In addition to the roles and responsibilities assigned to UNDP and the Implementing Partner in the Project Document, UNDP may/ shall provide the following services, at the request of the Implementing Partner:
- Identification and recruitment of project personnel;
- Procurement of goods and services; and
- Identification of training activities and assistance in carrying them out.

The above will be carried out based on UNDP policies and procedures following the principles of best value for money, fairness, integrity, transparency, and effective competition.

In-Kind Contributions

In addition to the financial resources through UNDP, the implementing partner will provide the following in-kind contribution:
- Assist in gaining access to all relevant data and information required to for the project that is accessible for public viewing;
- Office space (i.e. room/workspace) for the Project team, consultants and experts;
- Use of office support facilities by the Project team, consultants and experts (e.g. fax machine, stationary, photocopy machine, telephone), and secretarial support where applicable; and
- Facilities for convening meetings, workshops and seminars.

IX. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated herein by reference, constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA); as such all provisions of the CPAP apply to this document. All references in the SBAA to "Executing Agency" shall be deemed to refer to "Implementing Partner", as such term is defined and used in the CPAP and this document.

Consistent with the Article III of the Standard Basic Assistance Agreement (SBAA), the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP's property in the Implementing Partner's custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
b) assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner's obligations under this Project Document.

The Implementing Partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml. This provision must be included in all sub-contracts or sub-agreements entered into under/further to this Project Document".

ANNEX I: PROJECT BUDGET

Output/Atlas Activity	Responsible Party	Fund Code	Donor	ATLAS Budgetary Account Code	ATLAS Budget Description	Amount 2016 (US$)	Amount 2017 (US$)	Total (US$)
		GCS 30083	GOM 00157	71300	Local consultants - Technical/Support	89,043	-	89,043
		GCS 30083	GOM 00157	75700	Training/workshop/ conference/learning costs	54,000	-	54,000
		GCS 30083	GOM 00157	71600	Travel – ticket, DSA and terminal expenses	18,665	-	18,665
Output 1		GCS 30083	GOM 00157	74215	Promotional materials	7,500	-	7,500
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	10,152		10,152
					Subtotal GCS (exclude 6% GMS)	169,208	-	169,208
					Subtotal TRAC	-	-	-
					Subtotal for Output 1	**169,208**	**-**	**169,208**
		GCS 30083	GOM 00157	71300	Local consultants - Technical/Support & UNDP Policy Advisory Services	145,000	15,000	160,000
		GCS 30083	GOM 00157	71400	Training/workshop/ conference/learning costs	10,000	-	10,000
Output 2		GCS 30083	GOM 00157	71600	Travel – ticket, DSA and terminal expenses	5,000	-	5,000
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	9,600	900	10,500
					Subtotal GCS (exclude 6% GMS)	160,000	15,000	175,000
					Subtotal TRAC	-	-	-

Output/Atlas Activity	Responsible Party	Fund Code	Donor	ATLAS Budgetary Account Code	ATLAS Budget Description	Amount 2016 (US$)	Amount 2017 (US$)	Total (US$)
					Subtotal for Output 2	**160,000**	**15,000**	**175,000**
		GCS 30083	GOM 00157	71600	Travel – monitoring	1,000	500	1,500
		GCS 30083	GOM 00157	71400	Contractual services – Project Coordinator	8,000	2,000	10,000
Project Management and Evaluation	UNDP – 001981	GCS 30083	GOM 00157	74500	Miscellaneous Expenses	1,000	500	1,500
		GCS 30083	GOM 00157	74598	Direct project costs - GOE	10,176	540	10,716
		GCS 30083	GOM 00157	75100	6% GMS (facilities and administration)	1,212	212	1,424
					Subtotal (GCS) (exclude 6% GMS)	**20,176**	**3,540**	**23,716**
					Subtotal TRAC	-	-	-
					Subtotal for Project Management and Evaluation	**20,176**	**3,540**	**23,716**
					PROJECT SUBTOTAL (GCS) (exclude 6% GMS)	349,384	18,540	367,924
					6% GMS	20,964	1,112	22,076
					PROJECT SUBTOTAL (TRAC)	-	-	-
					PROJECT TOTAL BUDGET (Project Subtotal + 6% GMS)	370,348	19,652	390,000
					IN-KIND CONTRIBUTION			-
					GRAND TOTAL (PROJECT TOTAL BUDGET + IN-KIND CONTRIBUTION)			390,000

In-Kind Contribution Breakdown

No.	Expenditure Item	Description	FY2016(MYR) (Aug -Dec)	FY2017 (MYR) (January)
1	Staff costs	**Based on monthly basic salary**		
		Deputy Director General (1 pax)	100,000	20,000
		Director (3 pax)	240,000	50,000
		Deputy Director (3 pax)	150,000	30,000
		Principal Assistant Director (5 pax)	150,000	30,000
		Assistant Director (6 pax)	108,000	22,000
2	Travel for government staff including meal, lodging, air/transport ticket, etc.	**Based on government rate**		
		Deputy Director General (1 pax)	30,000	6,000
		Director (3 pax)	70,000	12,000
		Deputy Director (3 pax)	60,000	10,000
		Principal Assistant Director (5 pax)	65,000	10,000
		Assistant Director (6 pax)	70,000	10,000
3	Office space/rental	using EPU's facilities	5,000	1,500
4	Utility bills (electricity and water)	using EPU's facilities	1,000	500
5	Telephone	Each staff has been given a handphone for work purposes and usage is subject to threshold depend on designation	10,000	2,000

No.	Expenditure Item	Description	FY2016(MYR) (Aug -Dec)	FY2017 (MYR) (January)
6	Fax Usage	using EPU's fax machine	1,000	500
7	Photostat and paper (black&white and coloured printing)	using EPU's photocopy machine and paper	5,000	1,500
8	Use of IP venue for conference, training and seminar	using EPU's meeting rooms	-	-
9	Refreshment	refreshments using EPU's allocation for meetings held at EPU's office	10,000	3,000
10	Parallel funding Under 11 MP		-	-
	TOTAL in Ringgit Malaysia		1,075,000	209,000
	TOTAL in US Dollars		268,750	52,250

Description	Type	Impact and Probability	Mitigation Measure
Staff turnover in EPU affects continuity and sustainability of the project	Others	Probability: Low Impact: High	Ensure knowledge transfer, supported by complete documentation of project implementation, and structured handover is done properly.
The value of US Dollars foreign exchange against the ringgit may reduce during the project cycle.	Financial	Probability: Medium Impact: Medium	There will be a need to regularly monitor the exchange rate to ensure that it does not affect the budget of the project. If there are major changes, the budget will be adjusted accordingly and approved by NSC.
The project implementation period is very short (6 months) and any unforeseen delays will significantly affect the delivery of output within the agreed timeline.	Operational	Probability: High Impact: High	Extend the project end-date from the start to allow for contingencies and delay although project implementation is still planned for 6 months.
There may be resistance from stakeholders on the proposed interventions.	Others	Probability: Medium Impact: High	There will be a need to ensure stakeholder buy-in through constant consultation and inclusive discussions, clear communication to clarify issues and misunderstandings as well as measures to minimise negative impacts on those necessarily affected.
There might be challenges in mobilising participants for the open space forums due to work and personal commitments.	Operational	Probability: Medium Impact: High	Promotional materials will be used to clearly communicate to, and notify potential participants together with partnership with an academic institution to increase participation.
Expertise in open space forum is a niche market, which leads to limited choices in selection of experts.	Others	Probability: High Impact: High	Advertise widely and go through extensive networks to source for experts as well as build in capacity building to create larger pool of facilitators.

ANNEX III: FINANCIAL ARRANGEMENTS

The UNDP Resident Representative ensures that the project has an internal control system that allows it to monitor effectively the financial activity of the project and to support and monitor the progress towards achieving results.

UNDP may assist with direct payments to other parties for goods and services provided to the project. In this connection, the government implementing agency will forward to the UNDP a standard form and keep all the original record of the transaction such as purchase orders, invoices, receipts, delivery orders etc.

ANNEX IV: TERMS OF REFERENCE: NATIONAL STEERING COMMITTEE (NSC)

The National Steering Committee (NSC) will monitor the conduct of the project and provide strategic guidance to the project team on the implementation of the project. The NSC will be chaired by the Deputy Director General of EPU (Policy).

EPU will act as Secretariat to the NSC. Members of the NSC will consist of representatives from the relevant divisions in EPU, UNDP and other relevant stakeholders to be determined by the Committee.

The NSC will meet after the receipt of each project report or at least once a year, whichever greater. The NSC will have the following duties and responsibilities:

- Provide policy guidance on matters pertaining to the implementation of the project;

- Monitor and evaluate the implementation of the project towards fulfilment of the objectives stated in the project document;

- Review, approve and endorse proposed work plan and budget;

- Initiate remedial actions to overcome all constraints in progress of the project;

- Review and approve relevant changes to the project design;

- Coordinate the roles of the various organisations involved in the execution of the project and ensure harmony with related activities;

- Advice on the long term sustainability strategy of the project; and

- Review and approve all related reports to the projects.

ANNEX V: TERMS OF REFERENCE: TECHNICAL WORKING COMMITTEE (TWC)

The Technical Working Committee (TWC) will assist the NSC in monitoring the conduct of the project and providing technical guidance on the implementation of the project. The TWC will act as technical advisors to the NSC.

The TWC will be chaired by Director of EPU Distribution Section and the EPU will act as Secretariat to the TWC. The members of the TWC will consist of representatives from the relevant divisions and other relevant stakeholders to be determined by the NSC.

The TWC will be specifically responsible for:

- Provide guidance and decisions on matters pertaining to the technical aspects of the project to ensure that they meet with the objectives set in the project document and with international good practices and standards;

- Monitor and evaluate the technical implementation of the project towards fulfilment of the objectives stated in the project document;

- Review and comment on the proposed technical work plan and budget; and

- Regular monitoring of the progress of the project and recommend approved technical reports to the NSC.

ANNEX VI: TERMS OF REFERENCE: NATIONAL PROJECT DIRECTOR & NATIONAL PROJECT MANAGER

The National Project Director (NPD) is a staff member of the Government of Malaysia's implementing agency of a UNDP-supported project and in this case will be the Director of EPU Distribution Section. The main responsibility is to coordinate project activities among the main parties to the project: the Government co-coordinating authority, the consultant, and UNDP.

Specifically, the NPD works in close collaboration with UNDP and responsibilities include:

- Ensuring that the project document and project revisions requiring Government's approval are processed through the Government co- coordinating authority, in accordance with established procedures;

- Preparing work plans in discussion with UNDP;

- Mobilising national institutional mechanisms for smooth progress of project;

- Providing formal project/deliverable sign-off and acceptance upon verification of the project outputs;

- Reviewing project status reports;

- Providing direction and guidance on project-related issues; and

- Providing advice and guidance to the project team.

The National Project Director will be supported by the National Project Manager who will be primarily focused on the day-to-day matters of the project, both on the substantive and operational aspects of the project. The National Project Manager's role is to manage and coordinate the implementation of various project activities in ensuring quality and timeliness of activities and delivery of outputs. He/She will be based at UNDP.

The specific tasks of the Project Manager are:

- Provide direction for the project based on the project document and decisions made by the TWC and NSC
- Manage and coordinate the implementation of project activities to ensure the maintenance of quality and timeliness, and delivery of outputs
- Liaise and work closely with the project partners and beneficiaries
- Report regularly to the NSC, TWC and NPD on the project's progress
- Maintain close contact with designated focal points from UNDP and other stakeholders, indicating any estimated changes to the work plan, and proposing a budget revision when appropriate
- Ensure that the requisite allocations are available in accordance with the agreed budget and established schedules of payment, if any, in consultation with the NPD and UNDP
- Coordinate and facilitate the work of multiple component teams engaged in the implementation of project activities
- Work closely with key stakeholders in the drafting and preparation of relevant Terms of Reference for local consultants.
- Monitor the project funds and resources. Prepare progress and financial reports of the project when required.
- Establish a monitoring plan for activities implemented by project consultants
- Be actively involved in the preparation of relevant knowledge products (including publications and reports)

A. Annual Progress Report (APR) Template

COUNTRY PROGRAMME ACTION PLAN 2016-2020

*Empowered lives.
Resilient nations.*

ANNUAL PROGRESS REPORT 2016

Section 1: Overall Implementation of Project Outputs as Per Signed Annual Work Plan 2016

2016 AWP Budget:	Total Project Budget:
2016 AWP Budget (Revised):	Total Project Expenditure:
2016 Expenditure:	Total Project Expenditure (%):
2016 Expenditure (%):	Total In-Kind Contribution:
2016 In-Kind Contribution:	Gender Marker Rating (ATLAS):

OUTPUT 1:
Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.
OUTPUT 2:
Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.

OUTPUT 3:
Activity 1: Target 2016: Achievement and Results 2016: Activity 2: Target 2016: Achievement and Results 2016: Remarks if any project activities and targets were not implemented or amended.

Section 2: Project Contribution to National Development Agenda in 2016

2.1 Contribution to Analysis/ Development/ Refinement of National or Sectoral Policies, Strategies and Action Plans

(*Note: Please indicate and elaborate on how the outputs have been utilised by the Implementing Partner to contribute to analysis/ development/ refinement of National or Sectoral Policies, Strategies and Action Plans. Please also indicate if the outputs have contributed to the implementation of the 10th Malaysia Plan or inputs into the 11th Malaysia Plan preparatory work.*)

☐ Yes	
☐ No	

2.2 Contribution to awareness raising or convening on key thematic issues

(*Note: Please indicate the thematic issues, objective of activities and the number of participants and affiliations.*)

☐ Yes	Topic: Objective: Participants Pax: Affiliations (Name the Ministries involved and indicate the number of private sector, civil society organisations and academia who participated):
☐ No	

2.3 Contribution to capacity development and institutional arrangements (Mandatory response)

(*Note: Please indicate if capacities are being built to implement or sustain systemic changes.*)

☐ Yes	
☐ No	

2.4 Contribution to development of new datasets, statistics or models

(*Note: Please indicate if datasets, statistics or models have been generated or improved/ updated. Please also indicate on how these have been utilised by the Implementing Partner to strengthen national evidence based policy making.*)

☐ Yes	
☐ No	

2.5 Contribution to Gender Equality

(*Note: Please specify aspects of project activities and outputs that have contributed to gender equality. E.g: gender disaggregated data have been produced; activities was gender inclusive; gender analysis of outputs have been generated; outputs have been utilised in state/national/agency policies in gender sensitive ways; and/or stakeholder capacity in collecting, retrieving, and analysing data with a gender perspective have been supported.*)

☐ Yes	
☐ No	

2.6 Demonstration or Pilot Initiative

(*Note: Please indicate if demonstration or pilot initiatives were undertaken and how outputs have contributed to inform decision-making and/or national policy and also if it has led to actual/ planned upscaling or replication.*)

☐ Yes	
☐ No	

2.7 Review of Risk Analysis and Action

(*Note: Upon reviewing the Risk Analysis stated in the Project Document, please indicate if the risks status were monitored and updated regularly. Please also highlight mitigation steps undertaken, if applicable.*)

☐ Yes	
☐ No	

2.8 Areas of Improvement for Project Management and Implementation

(*Note: Please indicate any additional comments on areas of improvement that should be taken into consideration by EPU and UNDP Malaysia in the implementation of future projects.*)

Section 3: Project Extension into 2017

(NOTE: APPLICABLE ONLY TO PROJECTS ORIGINALLY SCHEDULED FOR COMPLETION IN 2016)

Please indicate reasons for the project extension
Proposed duration of project extensions **XX Months**
Agreement by National Steering Committee: **Date of Meeting:** **Minutes Attached:** ☐ Yes   ☐ No

Annual Progress Report 2016 approved by:

....

Name

Designation

B. Mid-Year Progress Report (MYPR) Template

COUNTRY PROGRAMME ACTION PLAN 2016-2020

Empowered lives.
Resilient nations.

MID-YEAR PROGRESS REPORT 2016

SECTION A: *TO BE COMPLETED BY UNDP MALAYSIA*

1. PROJECT DETAILS	
Project Title: Implementing Partner:	Award ID: Project ID: Project Period (Project Document): Revised Project End Date (If Any):

2. FINANCIAL MANAGEMENT	
2016 AWP Budget: USD 2016 Expenditure - As of 30 June: USD 2016 Expenditure - As of 30 June (%):	Total Cumulative Expenditure: USD Total Cumulative Expenditure (%):

3. PROJECT MANAGEMENT	
NSC: ☐ Yes ☐ No Minutes (Attached): ☐ Yes ☐ No	NSC Date (Actual/ Scheduled): NSC Chair & Designation:

4. RISK LOG MANAGEMENT AND MONITORING	
Risk Log Reviewed: ☐ Yes ☐ No Risk Log Amended: ☐ Yes ☐ No	Last Log Update: Last Log Amendment:

5. AUDIT AND EVALUATION	
NIM Audit: ☐ Yes ☐ No Report (Attached): ☐ Yes ☐ No Rating:	Project Evaluation: ☐ Yes ☐ No Report (Attached): ☐ Yes ☐ No Rating:

1. 2016 OUTPUT TARGETS AND STATUS			
Output 1: Name			
Target:	Status: Details:	☐ On Track	☐ Off Track
Output 2: Name			
Target:	Status: Details:	☐ On Track	☐ Off Track
Output 3: Name			
Target:	Status: Details:	☐ On Track	☐ Off Track
Output 4: Name			
Target:	Status: Details:	☐ On Track	☐ Off Track

2. ISSUES AND CHALLENGES
Description:
Action Taken By implementing Partner:
Additional Support Requested from UNDP/ EPU:

Mid Year Progress Report 2016 approved by:

....

Name:

Designation:

Date:

ANNEX VIII: FACE FORM

C.   Funding Authorisation and Certificate of Expenditures (FACE) Form Template

Funding Authorization and Certificate of Expenditures

UN Agency: XXXXXXXXX   Date: DD/MM/YYYY

Country: XXXXXXXXXXXXXXXXXXXXXXXX
Programme Code & Title: XXXXXXXXXXXXXXXXXXXXXXXX
Project Code & Title: XXXXXXXXXXXXXXXXXXXXXX
Responsible Officer(s):   XXXXXXXXXXXXXXXXXXXXXX
Implementing Partner: XXXXXXXXXXXXXXXXXXXXXX

Type of Request:
- ☐ Direct Cash Transfer (DCT)
- ☐ Reimbursement
- ☐ Direct Payment

Currency: _____

		REPORTING				REQUESTS / AUTHORIZATIONS		
Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Authorised Amount MM-MM-YYYY A	Actual Project Expenditure B	Expenditures accepted by Agency C	Balance D = A - C	New Request Period & Amount MM-MM YYYY E	Authorised Amount F	Outstanding Authorised Amount G = D + F
XXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
XXXXXXXXXXXXXXXXXXX (MM/YYYY - MM/YYYY)								
Total		0	0	0	0	0	0	0

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

☐ The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.

☐ The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.

Date Submitted: _____   Name: _____   Title: _____

NOTES: * Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.

FOR AGENCY USE ONLY:

FOR ALL AGENCIES		FOR UNICEF USE ONLY		FOR UNFPA USE ONLY	
Approved by: _____		Account Charges	Liquidation Information	New Funding Release	
		Cash Transfer Reference:	DCT Reference:		
		CRQ ref. no. Voucher ref. no.	CRQ ref. no. Liquidation ref. no.		
Name: _____		GL codes:	DCT Amount: 0	Activity 1	0
Title: _____		Training 0	Less:	Activity 2	0
Date: _____		Travel 0	Liquidation Amount 0		
		Meetings & Conferences 0			
		Other Cash Transfers 0			
		Total 0	Balance 0	Total	0

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